



LAN TEAM

06/10/2002 05:42 PM
Please respond to P
Michael Cyr

To:
cc:
Subject: All Employee Message DC: Transportation Fringe Benefit Program -
Transit Media Distribution Schedule

(NOTE TO SUPERVISORS: Please ensure that employees without e-mail access receive a paper copy of this schedule.)

Memorandum

To: All Employees in the Washington Metropolitan Area

From: Timothy G. Vigotsky
Director, National Business Center

Subject: Transportation Fringe Benefit Program - Transit Media Distribution Schedule

The next quarterly distribution for transit media is **Wednesday, June 12, 2002.**

Locations having more than 30 employees enrolled will have on-site distribution of transit media. Employees working in locations that have less than 30 enrollees will need to go to one of the DOI sites or the Department of Transportation (DOT) building (see below) to pick-up their media or establish a distribution contact through their bureau or office coordinator to have the DOT deliver the media via express mail.

When retrieving your transit media, you **must** present your Departmental Identification Card to the DOT agent and sign a Transit Benefit Certification Form.

Distribution of transit media to the employees who have already submitted their applications will be on Wednesday, June 12, 2002, at the following locations and times:

Building Name	Address	Distribution Location	Time(s)
Main Interior Building	1849 C Street, NW Washington, DC 20240	Cafeteria - North Side	First Letter of Last Name: A-H - 8:30am - 1:00am I-Q - 11:00am - 1:00pm R-Z - 1:00pm - 3:30pm
L Street	1620 L Street, NW Washington, DC 20036	Director's Conference Room Suite 700	8:30am - Noon
North Capital	800 North Capitol St. Washington, DC 20002	Room 335	1:00pm - 3:00pm
Arlington Square	4401 N. Fairfax Drive Arlington, VA 22203	Room 205	9:00am - Noon
J.W. Powell Building	12201 Sunrise Valley Dr. Reston, VA 22092	Cafeteria	2:00pm - 3:30pm

Media may also be picked up at the DOT headquarters building (400 7th Street, SW, Plaza Level in Room 206) from 8:30 a.m. until 4:00 p.m., Monday through Friday on government workdays.

IF YOU MISS THE DISTRIBUTION DATE: You have three options for your convenience:

- 1) You may acquire and complete the "Authorization for Third Party Pick-Up of Transit Subsidy" form located on the web site noted below or in room 1210-Main Interior Building (MIB).
- 2) You may come to one "make-up" day held after each quarterly distribution date at the MIB.
- 3) You go directly to DOT at your convenience.

The **make-up day is scheduled for Wednesday, June 19, 2002**, from 11:00 a.m. to 2:00 p.m. in the MIB cafeteria.

NEW ENROLLEES: You may apply for the benefit any time during the year. To obtain an enrollment form and/or get additional information about the program, visit the Office of Financial Management web site at <http://www.doi.gov/pfm/travel.html> or contact your bureau or office coordinator. Enrollment generally takes five working days from DOT's receipt of your application. If your enrollment does not coincide with the quarterly distribution, employees will be able to pick-up transit media from DOT.

Below you will find, for your scheduling convenience, the two remaining quarterly distribution and make-up dates for 2002:

Primary Distribution Date	Make-up Distribution Date	Quarter (Months)
September 11, 2002	September 18, 2002	1st (October, November, and December)
December 11, 2002	December 18, 2002	2nd (January, February, and March)

As a reminder, this quarterly distribution is for July, August and September.

Bureau and Office Coordinators:

LLM	Debbie Esposito	202-501-6723
LMS	Jerry Purdy	703-787-1254
LSM	Theresa Savoy	202-208-2805
WBR	Larry LeBaron	202-513-0515
WGS	Drew Bannister	703-648-7506
FNP	Paula Platz	202-208-5093
FWS	Kimm Slayton	202-208-4562
BIA	Mitchell Chouteau	202-208-2675
SOL	Lori Jarman	202-208-5764
OIG	Delores Miller	202-208-6491
OS/NBC	Facilities Mgmt.	202-208-7182